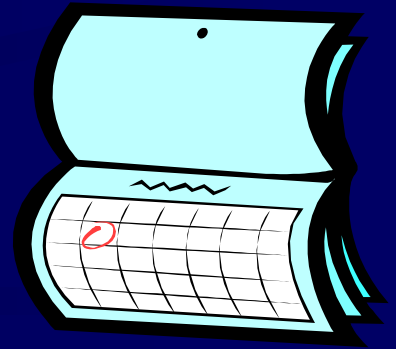


LEA Calendar



- Accessing the calendar
- Common Logon
- www.ade.az.gov/CommonLogon

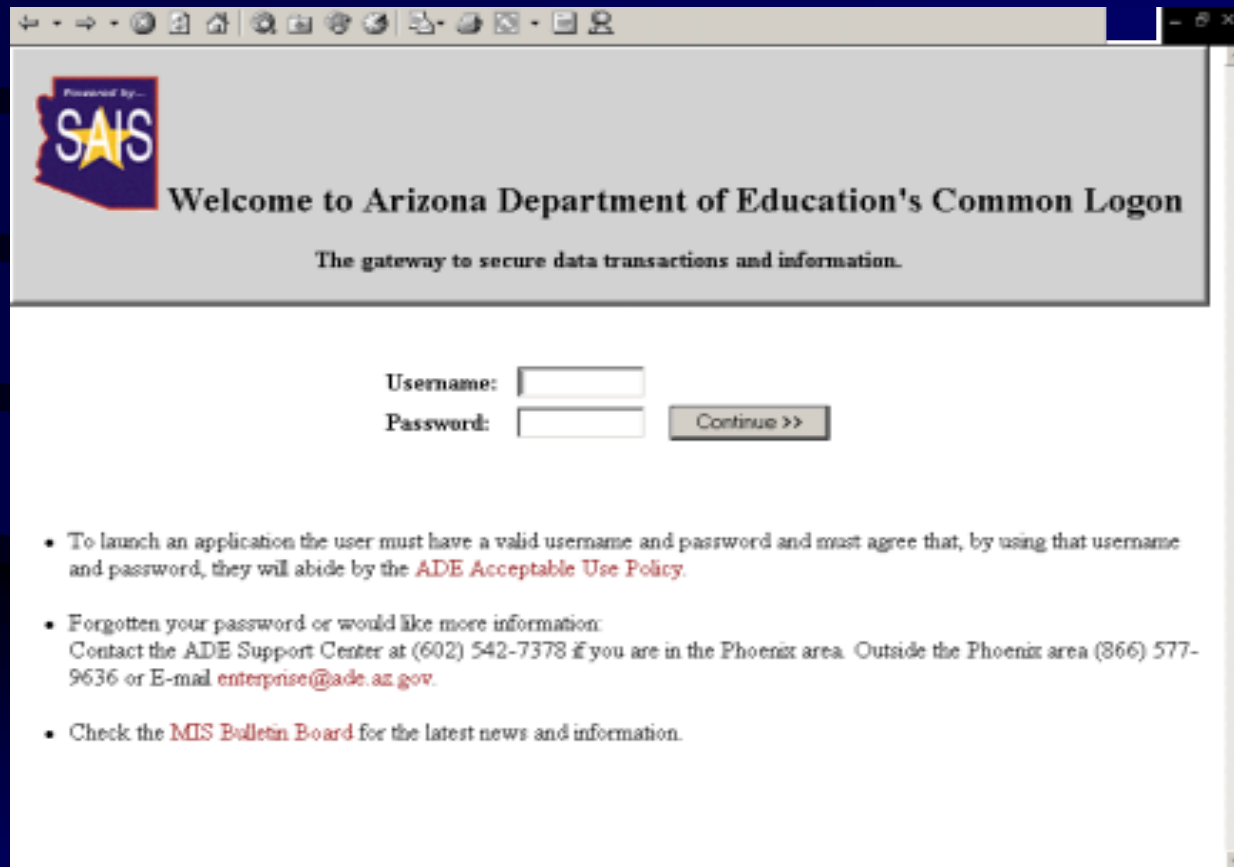
Common Logon

ADE Home Page

Select this link



Accessing Calendar cont'd



Powered by...
SAIS

Welcome to Arizona Department of Education's Common Logon

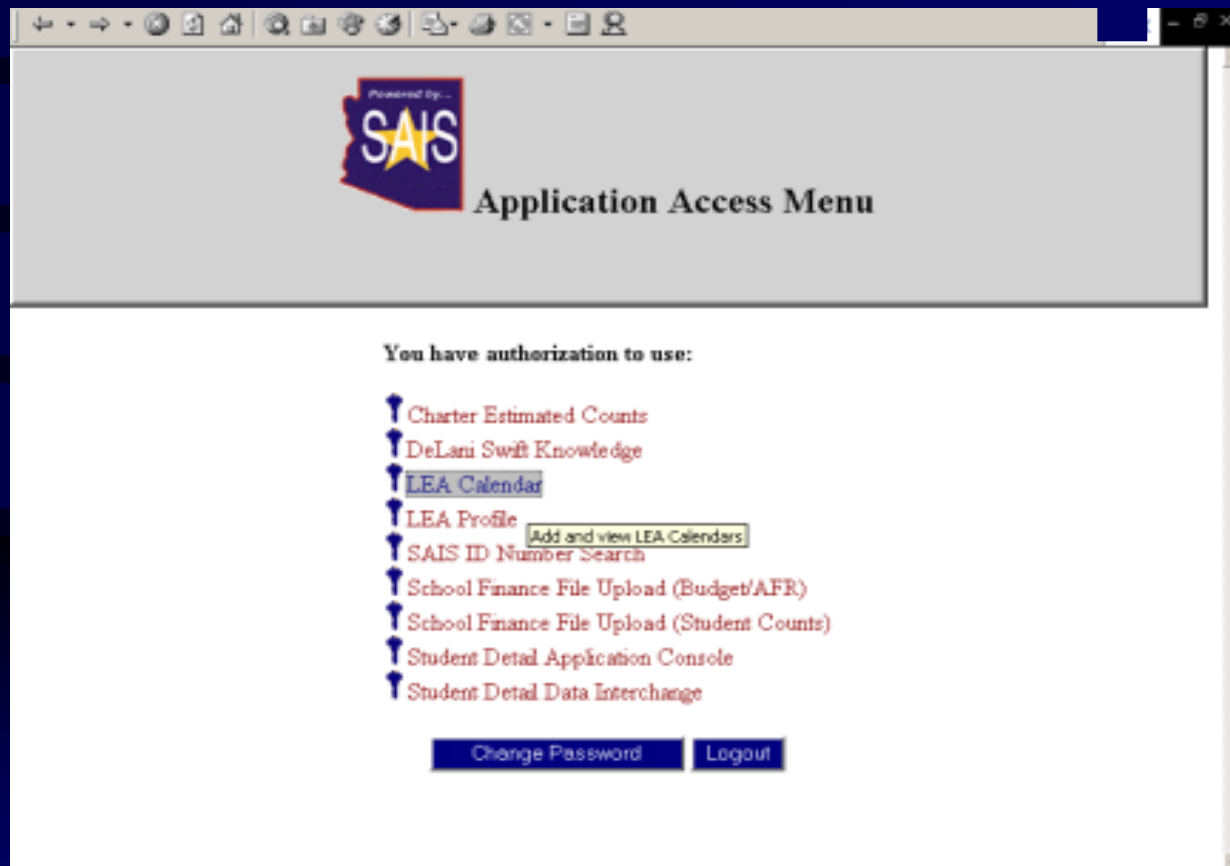
The gateway to secure data transactions and information.

Username:

Password:

- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Forgotten your password or would like more information:
Contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov.
- Check the [MIS Bulletin Board](#) for the latest news and information.

Accessing Calendar cont'd



Accessing Calendar cont'd

- Select correct school from drop down box

Account

Districts & Schools

Enrollment

Information and Financial Services

SABS - School Finance

Calendar Information

Select a School or District:

Please Select District/School (07/29/2011)

Go

Email: sabs@texas.gov

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Accessing Calendar cont'd

The screenshot shows a web browser window with the title bar displaying standard navigation icons. The page header includes the Arizona Department of Education logo on the left and the text "Information and Financial Services" and "SAIS - School Finance" on the right. A blue sidebar on the left contains links for "Applications", "Calendars", and "Manual". The main content area is titled "Calendar Information" and contains a form with the following fields: "CTDS" (text input), "Entity Name" (text input), "Fiscal Year" (dropdown menu showing "2002/2003"), "Track number" (text input showing "N/A"), "Month" (dropdown menu showing "July"), and "Information" (dropdown menu showing "Detail Calendar"). Below the form is a "Go" button and a note with a question mark icon: "Select Month if Selecting Detail Calendar Information". At the bottom left, the email address "E-Mail: schoolfinance@ade.az.gov" is displayed.

ARIZONA
DEPARTMENT OF
EDUCATION

Information and Financial Services
SAIS - School Finance

Calendar Information

• [Applications](#)
• [Calendars](#)
• [Manual](#)

CTDS:
Entity Name:

Select the following Information

Fiscal Year: Track number:
Month: Information:

ⓘ Select Month if Selecting Detail Calendar Information

E-Mail: schoolfinance@ade.az.gov

Detail Calendar

DEPARTMENT OF
EDUCATION

Calendar Information

CTDS: [REDACTED]
Name: [REDACTED]
Fiscal Year: 2002/2003 Month: September
Track Number: N/A Days In Session: 180
Status: Active 09/03/2002 Access: Full

September 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Color Codes:
Blue: Regular school day
Red: Holiday / School not in Session
Gray: Weekend
Orange: Special day (Firstday of class, 40th day)

E-Mail: schoolfinance@ade.ar.gov

Summary Calendar

ARIZONA
DEPARTMENT OF
EDUCATION

Information and Financial Services
SAIS - School Finance

Calendar Information

CTDS:
Name:

Fiscal Year: **2002/2003** **Summary**
Track Number: **N/A** Days In Session: **180**
Status: **Active 09/03/2002** Access: **Fall**

Date	Day of Week	Occasion
8/15/2002	Thursday	First Day Of Class
9/2/2002	Monday	Labor Day
10/10/2002	Thursday	40th Day
10/17/2002	Thursday	Fall Break
10/18/2002	Friday	Fall Break
11/11/2002	Monday	Veteran's Day
11/28/2002	Thursday	Thanksgiving Day
11/29/2002	Friday	Day After Thanksgiving
12/20/2002	Friday	First Day Of Winter Break
12/21/2002	Saturday	Winter Break
12/22/2002	Sunday	Winter Break
12/23/2002	Monday	Winter Break
12/24/2002	Tuesday	Winter Break
12/25/2002	Wednesday	Christmas Day
12/26/2002	Thursday	Winter Break
12/27/2002	Friday	Winter Break
12/28/2002	Saturday	Winter Break

[Applications](#)
[Calendar](#)
[Summary](#)
[Detail](#)
[Delete](#)
[Manual](#)

Activation & Changes

- User has 14 days after calendar is activated to make any changes necessary
- After 14 days users must contact Raymond Guadian or School Finance to make the changes (e-mail to rguadia@ade.az.gov)
- Activation is necessary to initiate and deem the calendar process complete
- Changes may be conducted as follows

Changes to calendar days

Select the day subject to change

ARIZONA
DEPARTMENT OF
EDUCATION

Information and Financial Services
SAIS - School Finance

Calendar Information

CTDS:
Name:

Fiscal Year: **2002/2003** Month: **September**
Track Number: **N/A** Days In Session: **180**
Status: **Active 09/03/2002** Access: **Full**

September 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 Regular School Day	18	19	20	21
22	23	24	25	26	27	28
29	30					

Color Codes:
Blue: Regular school day
Red: Holiday / School not in Session
Gray: Weekend
Orange: Special day (First day of class, 40th day)

Changes to calendar days

Select Edit

Calendar Information

CTDS:
Name:

Fiscal Year:	2002/2003	Month:	September
Track Number:	N/A	Days in Session:	180
Status:	Active 09/03/2002	Access:	Full

Date: 9/10/2002
Occasion: Regular School Day

E-Mail: schoolfinance@ade.az.gov

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Changes to calendar days

Select correct day and click on save

The screenshot shows a web browser window with the title bar and address bar. The page header includes the Arizona Department of Education logo and the text "Information and Financial Services" and "SAIS - School Finance". The main content area is titled "Calendar Information". On the left, there is a navigation menu with links: Applications, Calendars, Summary, Detail, Delete, and Manual. The main form contains the following fields:

CTDS: <input type="text"/>			
Name: <input type="text"/>			
Fiscal Year:	2002/2003	Month:	September
Track Number:	N/A	Days In Session:	180
Status:	Active 09/03/2002	Access:	Full

From	<input type="text" value="9/10/2002"/>
To	<input type="text" value="9/10/2002"/>
Occasion	<input type="text" value="Regular School Day"/>

At the bottom of the form are two buttons: "Reset" and "Save".

E-Mail: schooffinance@ade.az.gov

Calendar Insights

- Only one calendar (district or charter holder) is necessary if all schools work off the same calendar
- Required holidays
- 14 day change period
- Necessary to submit SAIS data (must be active)
- Calendar Manual